

Abdullah Khan



Village Sarwar Abad, P.O. Jalala, Tehsil Takht Bhai, District Mardan

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Career Objective

Ambitious and self-motivated professional with a BS in Tourism & Hospitality. I have excellent communication skills and enjoy working with people from diverse backgrounds. I thrive in challenging environments and aim to contribute positively with a committed and hardworking attitude.

Personal Information

Father's Name: Ghani Ur Rahman

Date of Birth: 20th April 1995

CNIC: 16102-2355132-3

Domicile: Mardan

Nationality: Pakistani

Religion: Islam

Marital Status: Single

Education

Degree	Year	Marks/CGPA	Division	Board/University
BS (Tourism & Hospitality)	2017	CGPA: 2.97/4.00	1st	AWKU Mardan
FSc (Pre-Engineering)	2013	575/1100	2nd	BISE Mardan
Matric (Science)	2011	549/1050	2nd	BISE Mardan

Professional Experience

Front Office Department (Internship)

- Roles: Receptionist, Telephone Operator, Fruit Basketry
- Tasks: Guest check-in techniques, handling phone calls, assisting front desk services

AUQAF International Overseas Employment Promoters

- Ticketing & Tourism Officer – June 2017 to July 2018
- Responsible for booking, ticketing, and handling client travel arrangements

Agriculture Department KPK

- Junior Clerk – 2018 to 2019
- Data entry, file management, and general administrative tasks

Ghazala Smoking Goods, Doha, Qatar

- Accountant – February 5, 2025 to Present
 - Preparing daily reports and invoices
 - Managing sales records and stock entries
 - Handling cash and bank transactions
 - Using accounting software (e.g., Excel)

Computer Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Internet & Windows OS
- Basic IT troubleshooting

Languages

- Urdu: Read, Write, Speak
- Pashto: Read, Write, Speak
- English: Read, Write, Speak